AUBURN
Human Resources

Asst Dir, Academic Advising

Job Description

JOB INFORMATION

Job Code	AA70
Job Description Title	Asst Dir, Academic Advising
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Academic

JOB SUMMARY

Reporting to a Director, Academic Advising or Assistant/Associate Dean, the Assistant Director of Academic Advising manages the coordination and delivery of academic advising services for a college or school. Provides project management and metrics in the area of retention-related outreach to students and faculty.

RESPONSIBILITIES

- Develops and implements operational guidelines and policies in accordance with Auburn University policies for the advisory team.
- Analyzes and utilizes student academic data to plan, coordinate, and create strategies and specialized programs for students designed to increase retention and student success.
- Oversees advising and student services information and outreach to prospective students through information sessions, fairs, and recruiting events.
- May conduct orientation presentations and events for students, including freshman and transfer orientations.
- May develop and teach orientation courses for incoming students.
- Oversees college advising processes which includes one or more of the following: transfer course articulation process, course evaluations, minors, orientations, and student events.
- Collaborates with faculty to encourage participation in student services programs focusing on increasing the frequency and quality of student/faculty interactions and relationships.
- Assists the Director/Assistant Dean by meeting with prospective students and other visitors to the College/School.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Education, Business, Psychology, Counseling, or related field. For positions that require the employee to teach, a Master's degree will be required.	and	5 years of	Experience in academic advising and student services. Three years of experience in academic advising in a higher education environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of academic advising principles and practices.	
Knowledge of the transfer articulation process.	
Knowledge of Word, Excel, Banner, SSC Campus (Advise Assist), DegreeWorks, and/or similar degree auditing programs.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking					X	
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.